

New Interdepartmental Billing (IDB) Card Payment Process

The new IDB card payment process is expanding to **Animal Resource Centre** located at Foothills campus. The go-live date for this center is May 1, 2018.

This process aims to facilitate the purchase of goods and services and reporting of charges to your project(s) or cost center(s). Each card is attached to a project number (i.e. one project, one card) and can be used in purchasing goods or services in the specified IDB centers.

As with a regular debit card every time you order from the center you will be asked to swipe your card and enter the assigned personal identification number (PIN). **Note: Providing the card and PIN to other members of your team constitutes approval for the purchase of goods / services charged on the card.** As the named cardholder /authorized user of the card, you will be responsible for all charges incurred on the card upon its use.

Frequently Asked Questions

- **Which IDB Centers are part of the IDB Card Payment System?**
 - Engineering stores: since December 8, 2015
 - Chemstores: since January 6, 2015
 - Distribution Services at Foothills campus: As of July 26, 2016
 - Animal Resource Centre: As of May 1, 2018
- **Who is authorized to be an IDB Cardholder?**

Only the project holder, FSCM delegate and budget owner are authorized to be cardholders.
- **What will be the default budget on the card?**

The default budget is \$10,000 per project.
- **How can I request an IDB card for my project?**

By completing the form posted on the research accounting website. The card will be issued within 5 business days. Email the complete form to finance@ucalgary.ca.

Link to form: <http://www.ucalgary.ca/finance/files/finance/ra-idb-card-form.pdf>
- **Can I share my PIN number with students or lab members?**

Providing the card and PIN to other members of your team constitutes approval for the purchase of goods / services charged on the card. As the named cardholder /authorized user of the card, you will be responsible for all charges incurred on the card upon its use.

- **Who can I contact to report a lost card?**

Immediately after realizing that your card is lost, complete the IDB form to request a replacement card. Research Accounting will cancel the previous card and issue a new one. The card will be issued within 5 business days. Email the complete form to finance@ucalgary.ca.

Link to form: <http://www.ucalgary.ca/finance/files/finance/ra-idb-card-form.pdf>

- **What if I forget my PIN number**

In the event you forget your PIN number contact finance@ucalgary.ca indicating your project number. Research Accounting will send you a letter with the new PIN number. This letter may be picked up from Research Accounting in the SMART Building if required urgently.

- **How to increase your card budget/limit?**

Please send email to finance@ucalgary.ca requesting the limit increase. Research Accounting will load a new budget provided there is sufficient funds in the project.

- **If a card is lost can a purchase transaction be carried out manually?**

No – Manual transactions cannot be processed. A new card should be requested.

- **Are IDB purchases encumbered against respective projects?**

No – The purchases on an IDB card are processed as a journal at the end of each business day. They will not be encumbered.

- **When can I see the charges posted on eFIN?**

Approximately 3 business days after the purchase has been made it will be posted on eFIN. This new process will allow for more accurate and timely reporting.

Sample of eFIN screenshot

Supplier / Customer / Employee	Description	Fiscal Period	Account Code	Account Description	Activity	Purchase Order #	Finance Reference	Reporting Comment	Journal Line Ref	Journal Date	Source	Actual (\$)	Ent
Journal	Windward IDB Upload	2015/10	69005	Internal Exp - Matl & Supplies	00000		WWD0358223	BIT, DRILL CENTER #0	000006	20151009	WWD	15.51	
TOTAL												15.51	

- **Is there an expiry date on the card?**

The expiry date is the same as the project end/expiry date. For operating accounts, the end date is June 30th of the current year. The operating accounts will be extended on yearly basis upon validation of the budget owner.

For any additional questions or concerns contact finance@ucalgary.ca